



Stall Holder Risk Assessment/Checklist

This document has been designed for stall holders use, so that you can use identify and address your own risks while holding a stall at the Nabiac Farmers Market.

Emergency Services: 000

Risk Assessment Chart:

		SEVERITY RATE			
		MINOR INJURY / NEGLIGIBLE - A	MODERATE INJURY / HARMFUL - B	SERIOUS INJURY - C	FATAL INJURY – D
PROBABILITY	RARE – 1	1A	1B	1C	1D
	UNLIKELY – 2	2A	2B	2C	2D
	POSSIBLE – 3	3A	3B	3C	3D
	LIKELY – 4	4A	4B	4C	4D
	ALMOST CERTAIN - 5	5A	5B	5C	5D

ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Moving car during bump in / bump out	<ul style="list-style-type: none"> - Moving car in crowded area - Moving car under fatigue 	<ul style="list-style-type: none"> - Could crash into humans, other cars and/or objects 	<ul style="list-style-type: none"> - Only move car during Set Up 6am – 7:30am. Pull Down 12noon – 1:30pm - Obey the speed limit of 5km/h - Ensure driver is in appropriate state to drive (alertness, reflexes, etc.) 			
Long distance travel to market	<ul style="list-style-type: none"> - Driving under fatigue 	<ul style="list-style-type: none"> - Falling asleep at the wheel resulting in crash 	<ul style="list-style-type: none"> - Ensure a good night sleep before the market day - Only drive under appropriate conditions and if safe to do so - Take turns driving if possible - Power nap if feeling drowsy 			
Gazebo / Marquee / Trestle / Tables / Shelves	<ul style="list-style-type: none"> - Movement during high winds - Manual labour - Pieces falling off 	<ul style="list-style-type: none"> - If not erected correctly it may collapse causing injury or damages - Movement during high winds causing injury or damage 	<ul style="list-style-type: none"> - Freestanding gazebos are to have all legs secured and weighted down with no less than 20kg. - Ensure weight limits are identified and adhered to - Manufactures instructions to be followed during assembly and dissemble 			
Theft	<ul style="list-style-type: none"> - Customers stealing items from stall 	<ul style="list-style-type: none"> - Customers stealing items from stall - Confrontation 	<ul style="list-style-type: none"> - Have an action plan in place in case a theft occurs - Set up stall, including staff location to have a good view of stock and customers 			
Dehydration / Sunstroke	<ul style="list-style-type: none"> - Human body being exposed to direct sunrays for an extended period of time 	<ul style="list-style-type: none"> - Dehydration - Elevated body temperature - Fainting - Potentially fatal 	<ul style="list-style-type: none"> - Wear loose-fitting, lightweight clothing - Wear sunscreen / hat - Drink plenty of water - Never leave anybody in a parked car - Take time away from the sun when possible 			
Aggressive customer / member of the public	<ul style="list-style-type: none"> - Aggressive confrontations 	<ul style="list-style-type: none"> - Physical assault of stall holder - Verbal assault of stall holder 	<ul style="list-style-type: none"> - General three step method of dealing with aggressive customer through negotiation includes: 1. Listen, 2. Show empathy, 3. Find a resolution - Notify market staff for assistance 			

ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Unsecure objects / signage	<ul style="list-style-type: none"> - Movement during high winds - Falling objects 	<ul style="list-style-type: none"> - If not erected correctly it may collapse causing injury or damages - Movement during high winds causing injury or damages 	<ul style="list-style-type: none"> - Ensure weight limits are identified and adhered to - Manufactures instructions to be followed during assembly and dissemble - Check with market staff if unsure 			
Trip hazards	<ul style="list-style-type: none"> - Objects below knee level 	<ul style="list-style-type: none"> - Patrons and stall holders may trip causing injury 	<ul style="list-style-type: none"> - If your stall is arranged for patrons to walk through, ensure walk ways clear and void of protruding objects - Adhere to site coordinators decision and plan at all times. Leave space down each side of stall to avoid trip hazards and to give easy access. 			
Power cables	<ul style="list-style-type: none"> - Leads exposed - Leads creating trip hazards - Leads close to water 	<ul style="list-style-type: none"> - Electrocution hazard to staff and patrons - Trip hazards 	<ul style="list-style-type: none"> - All leads and appliances to be dated, tagged and tested - All equipment to be correctly maintained - No generators allowed - Ensure cables on the ground are covered with anti-trip mats 			
Slippery surfaces	<ul style="list-style-type: none"> - Rainwater, mud on market surface - Sudden changes in weather 	<ul style="list-style-type: none"> - Potential falls causing injury or damage 	<ul style="list-style-type: none"> - Wear suitable footwear - Put anti-slip removable surface down within stall - Move with caution during wet conditions 			
Onsite emergency	<ul style="list-style-type: none"> - Extreme weather - Antisocial behavior - Extreme antisocial behavior 	<ul style="list-style-type: none"> - Damages to plant equipment / stock - Injury 	<ul style="list-style-type: none"> - Ensure that you have viewed and understand the emergency evacuation plan displayed at the venue and the bottom of this document - Cooperate with instructions by Market Coordinator and other Market Staff 			
Manual handling	<ul style="list-style-type: none"> - Stall holders lifting equipment which could cause muscle or spinal damage 	<ul style="list-style-type: none"> - Incorrect manual handling leading to injury 	<ul style="list-style-type: none"> - Stall holders to have correct lifting equipment and trolleys for assistance - Be aware of their lifting capabilities and the correct movements for manual lifting 			

HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Faulty equipment causing damage to staff and/or staff holders/ customers		<ul style="list-style-type: none"> - Stall management to keep a log of all equipment testing and tagging, also put in place a regular maintenance inspection or tables, clothes racks, anything associated with the stall - Documentation of the time equipment was checked / inspected to be kept on site by stall holder 			
Space to add your own individual potential risks associated with your stall.					

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